

Special Event Guidelines for Use of City Facilities

- * All special events must make application and receive a permit from Murray City. A special event permit support fee of \$100.00 shall be paid upon application unless exempt. (See Murray Municipal Code 5.40.070)
- * Events involving tents may be required to obtain a tent permit through the Murray City Fire Department, prior to the event being held. (801) 264-2675
- * All special events involving large numbers of people are required to comply with Salt Lake Valley Health Department (SLVHD) regulations. If the gathering lasts more than 2 hours and will be attended by more than 500 people, a Temporary Mass Gathering Permit must be obtained from SLVHD. If the gathering has food service, you must obtain a Temporary Food Service Permit from the SLVHD.
- * Any event using a State road (State Street, 5300 South, 4500 South, 900 East) must obtain a permit from UDOT
- * If you use City or State roads you must provide an approved traffic control plan. The traffic control plan must include a detour. The traveling public expects routes to be open and free of delay. Therefore, detours must be clearly marked and as direct as possible to minimize inconvenience to through traffic.
- * No road closure is allowed for any period of time longer than 15 minutes, however, with an approved traffic plan, this time may be extended by permit to cover the event duration.
- * Murray City Police Officers must man all road closures during entire closure period. Arrangements must be made with Murray City Police prior to the event. (801-264-2673)
- * There must be adequate off-street parking to accommodate the special event. If the special event generates more vehicles than available parking then the event may be denied.
- * Pavement and/or paint markings to control spectators or to direct participants are not allowed unless the material used is approved by the affected Department.
- * For parades, material or objects are prohibited from being thrown from a moving vehicle.
- * The following is prohibited in park areas without prior approval:
 - o Alcoholic beverages (unless properly licensed for light beer)
 - o Fireworks, fires and firearms
 - o Camping or lodging
 - o Conducting business or sale of merchandise
 - o Amplified sound
- * A \$1,000,000 liability insurance policy, naming Murray City Corporation as additional insured, must be submitted prior to the event. Such insurance shall protect the City from all claims for damages to property and bodily injury in connection with the event, and comply with such other specified insurance coverage(s) and limits of liability.
- * Any event conducting sales of any type must obtain a special event tax ID number. Regular sales tax numbers are not valid for special events. (801) 297-6703
- * An event serving or selling alcohol or beer will require a special event permit from both the City, and from the Utah Department of Alcohol Beverage Control. Regular alcohol or beer licenses are not valid for special events. (801)977-6800

- * Each sponsor or producer of a Special Event may be required to reimburse the City an amount equal to all extraordinary personnel costs for services provided by all City departments, including but not limited to costs for public safety, public health, and sanitation.
- * Political or public issue events shall be exempt from the provisions. Individuals or organizations planning such an event shall complete an application when a political or public issue event is planned so that police, fire, and other emergency service organizations will be aware of the time, place, and scope of the event and the name or names of persons in charge
- * Neighborhood or block parties shall be exempt from the provisions of this article so long as no commercial activity is conducted, no admission fee is charged, and members of the general public are not allowed access. Provided, however, that individuals or organizations should complete an application when a neighborhood party is planned so that police, fire, and other emergency service organizations will be aware of the time, place, and scope of the event.
- * A Property Owners Authorization form, completed by the owner of the property, and a site map of the planned facility shall be included with the application form
- * The City may deny or revoke a special event permit whenever it finds:
 - o The applicant person or entity has previously violated the provisions of a special event permit or has submitted materially false or incomplete information on any special event permit application; or
 - o The special event would unreasonably interfere with the movement or service capability of police vehicles, fire fighting equipment or ambulance service; or
 - o The special event would unreasonably interfere with the historic recreational use and the adopted recreational use policies for a neighborhood park; or
 - o The special event would unreasonably interfere with another special event for which a permit has been issued; or
 - o The special event would create an undue burden on the personnel resources of the City; or
 - o The special event would have an unduly adverse impact on the environment or public health and safety.



Murray City Corporation

5025 S State St, Room 113

Murray, Ut 84107

Special Event Request Form

Any event occurring out of the ordinary course of neighborhood or business functions, e.g., races, runs, walks, bicycle races, block parties, filming of movies, festivals, primarily for the purpose of entertainment or fund-raising and to attract participants and/or observers, requires a valid Special Event Permit. **Advertising and/or ticket sales should not begin until application is approved. Allow 2-3 weeks for application and approval process.**

Will sales tax be collected? ☐ Yes ☐ No If yes, you must get a temporary sales tax number from the State Tax Commission, or fill out a TC69B if using a current sales tax number. (801) 297-6730

Do you anticipate the number of people attending the event to be 50 or more? ☐ Yes ☐ No
If yes, you must contact the Fire Department for an on-site inspection. (801) 264-2781

Do you anticipate the number of people attending the event to be over 500? ☐ Yes ☐ No

Will there be any physical hazard, i.e.: marathon, walk, or race? ☐ Yes ☐ No Amplified sound? ☐ Yes ☐ No

If yes, you must contact the Salt Lake County Health Department for a mass gathering permit. (801) 313-6658

Will you be serving and/or selling food or drinks? ☐ Yes ☐ No Beer or alcohol? ☐ Yes ☐ No
If yes, appropriate permits must be obtained, Even if you are a caterer or operator/owner of a restaurant.

Expected number of attendees: _____ Per day

Will a tent(s) be used for this event? ☐ Yes ☐ No # of Tents _____ Size(s) _____
If yes, you must contact the Fire Department to obtain a Tent Permit. (801) 264-2781

Name of Organization: _____

Today's Date: _____

Contact Person: _____

Title: _____

Address: _____ City: _____ Zip: _____

Work Phone: (____) ____ - ____ Home Phone: (____) ____ - ____ Cell/Emer. Phone: (____) ____ - ____

Event Description: _____

Facility Requested: (include detailed map of route or site) _____

Date(s) Requested: _____ Time(s) Requested: _____ am /p.m. To _____ am/p.m.

Will There be a fee or donation to attend?: ☐ Yes ☐ No Charity Event?: ☐ Yes ☐ No

If yes, what is the fee or donation amount, and what will it be used for? If charity, please list name, address & phone number of charitable organization: Consumer Protection regulates all charitable/fund raisers (801) 530-6601

Will the event require Police assistance, street closures or traffic obstacles?: ☐ Yes ☐ No

Murray City Police Department: (801) 264-2673

Please attach a copy of the property owner’s authorization & site map of planned facility.

Please provide additional information about the event and include any services required from City departments (electrical power, water, police, fire, public works, stage, sound systems, etc.) Attach additional pages if necessary. _____

The undersigned acknowledges that the information in this application is true and correct and agrees to adhere to all rules, regulations, and policies established by Murray City Corporation. Applicant also understands that an Event Permit does not authorize any violation of the provisions of Murray City Code or any other code or law, rules, regulations or ordinances. The undersigned agrees to waive and release all rights and claims that might be had against Murray City Corporation for any and all injuries or losses suffered because of participation in or use of Murray City facilities or services.

Signature: _____ Date: _____

PERMIT FEE \$100.00

=====

For Departmental Use Only

ROUTING:	MAYOR	CITY COUNCIL	LEGAL
	ZONING	POLICE	FIRE
	PARKS & REC	PUBLIC SERVICES	POWER

APPROVED BY: _____	DATE: _____
DENIED BY: _____	DATE: _____
DEPARTMENT: _____ FEE: \$ _____	BOND REQUIRED?: ____ YES ____ NO

COMMENTS: _____

PLEASE RETURN THIS FORM WITH ANY COMMENTS TO THE CITY RECORDER’S OFFICE BY THE NEXT EXECUTIVE COMMITTEE AGENDA DEADLINE. ALL CITY DEPARTMENTS INVOLVED IN THE REVIEW AND EXECUTION OF THE SPECIAL EVENT ARE REQUESTED TO SUBMIT A “CRITIQUE OF THE EVENT” TO THE POLICE DEPARTMENT WITHIN 30 DAYS FOLLOWING THE EVENT. THE POLICE DEPARTMENT WILL USE THE CRITIQUES TO EVALUATE ANNUAL EVENTS FOR PROBLEM SOLVING PURPOSES AS NEW APPLICATIONS ARE SUBMITTED.

RETURN SIGNED FORM TO ANDREA IN THE RECORDER’S OFFICE